

# NEW CONTRACTOR SPECIAL STATUS POSITION CHECKLIST

**Name:**

**Social Security Number:**

**Position:**

**Dept/Bur/Div:**

## PRE-EMPLOYMENT PROCESSING

☐ ID Processing Request

## EMPLOYMENT PROCESSING

☐ Contractor Special Status Data  
\_\_\_\_ New Contractor Data Form  
\_\_\_\_ HR-1 Form

☐ INS ( I-9 Form)

☐ Pension System (if eligible)  
\_\_\_\_ PARS Membership Form

☐ Voluntary Deductions/Information  
\_\_\_\_ Credit Union

☐ Tax Withholding  
\_\_\_\_ Federal/State Tax Form

☐ Handouts/Information/Policies/Signature Forms  
\_\_\_\_ Accident Procedure (Wallet Card)  
\_\_\_\_ Direct Deposit Form  
\_\_\_\_ Civic Center Parking Memo  
~ Update waiting list

☐ Policies/Signature Forms  
\_\_\_\_ Alcohol & Drug Usage  
\_\_\_\_ Discrimination Complaints  
\_\_\_\_ Unlawful Harassment Complaints  
\_\_\_\_ Computer and Technology Systems  
Security  
\_\_\_\_ Workplace Threats and Violence  
\_\_\_\_ Code of Ethics  
\_\_\_\_ Election to Receive/Not Receive  
Public Records  
\_\_\_\_ Memo - Acknowledging receipt of  
above policies